Payment Processing Tips

Make sure you are paying the correct vendor:

- Verify that the name and address in ISIS (AGPS VNAM and VENC or AFS VEN2 screens) correspond with the vendor's invoice. Make sure the vendor is active.

- If you can't locate the vendor in ISIS, follow the procedures for adding a vendor.

- Failure to use the correct vendor code will result in checks being returned to OSRAP. If a returned check is for a single agency, the check will be returned to the agency for resolution. However, if a returned check is for multiple agencies and the wrong vendor was paid by one or more agencies, the check may have to be voided. Although some of the payments are correct, all agencies involved will have to reenter their payment documents. If a vendor is paid in error and receives their payments via electronics funds transfer (EFT), the agency is responsible for getting a refund from the vendor or issuing a credit memo. An EFT transaction cannot be voided once the funds have been deposited to the vendor's bank account. This is why it is very important that you verify the vendor code before a payment is approved.

Input the invoice number and the account number on the payment document to avoid a delay in processing by the vendor:

- The invoice number provided by the vendor should be coded in the invoice number field. If the system gives you a message saying an invoice number has already been used, research the past payments to see if this invoice has already been paid. This will avoid duplicate payments.

- The account number provided by the vendor should be coded in the description field.

- Failure to include an invoice number and an account number on a payment may result in checks being returned to OSRAP or improper posting of your payment. If a returned check is for a single agency, the check will be returned to the agency for resolution. However, if a returned check is for multiple agencies, OSRAP will notify the agency that did not include an invoice number or an account number to acquire the correct information and return the check to the vendor.

Verify that adequate cash is available to process the payment. (CASH and EAP2 screens in AFS)

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Review 1G07B after each Automated Disbursements run:

- This report lists the reasons payment vouchers have not issued a check.
- The agency should make every effort to resolve the conditions listed to ensure the timely payment of the State's obligations.

Input the scheduled payment date on the payment, as needed:

- The system will assign a check in the first automated disbursement process run after the scheduled payment date. If this date is not entered, the system will compute the scheduled payment date based on a system payment lag of 30 days.
- If you need a scheduled payment date changed, we suggest you call the OSRAP Help Desk at (225) 342-1097. It is quick and easy. If you have other conditions that need to be corrected on the payment voucher, you can modify the scheduled payment date at the same time (see below).

Document Approvers should always verify the following before approving a document:

- The amount is correct.
- The correct vendor is being paid.
- The correct invoice and account number has been referenced.
- The scheduled payment date is correct.
- Applicable discounts have been taken.
- Ensure costs are properly allocated.
- Verify the actual delivery date is correct.

Modify payment document if necessary.

- Payment vouchers can be modified any time before the check number is assigned to correct the accounting distribution, amount, or scheduled payment date.
- To modify a document, it must exist in one of the following two situations:

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- It is listed on SUSF with "ACCPT" status, meaning the document has been processed. This modification involves "batching" the document.

- It is no longer on SUSF, as it has been archived. This modification involves creating a new document with the same document ID as the original document.

DID YOU KNOW ?????????

- If the EFT STATUS is "A" on AFS VEN2, the vendor will receive payments via ACH credit transactions. A space in this field means the vendor is paid by check.

- You can call the OSRAP Help Desk at (225) 342-1097 to request copies of cancelled checks.

- You can modify the actual delivery date on a payment voucher.

- The 1G07B report is available on Tuesdays and Fridays and will tell you why your payment voucher did not issue a payment.

- Credit memo's from the prior fiscal year are reversed in AFS on August 14. Therefore, your agency should start reviewing 1G07B on June 15 for credit memo's, to get your money back from vendors before the year end cut-off. If funds are received after the cut-off date and they cannot be carried forward, they will be classified as Income Not Available.

- In order for a credit memo to offset against a payment, the payment has to be issued from the same agency number, same vendor code and same vendor name.

- AGPS and AFS purchase orders to vendors at status codes 3, 4 and 6 can still be used to issue payments. CFMS purchase orders to vendors at status codes 3, 4, 6 and 7 can still be used to issue payments.